

Nominations Sought for Positions on the AMTE Board of Directors

The AMTE Nominations and Elections Committee is seeking nominations for candidates for the positions of *President*, *Secretary*, and *Member-at-Large*. Please review the job descriptions below. To nominate a candidate, send a completed nomination form to the chair of the nominations committee, Peg Smith at pegs@pitt.edu, or via snail mail to Peg Smith, 5515 W.W. Posvar Hall, University of Pittsburgh, Pittsburgh, PA 15260. (The nomination form can be found at the AMTE website www.amte.net.) Be sure to indicate the position (president, secretary, member-at-large) for which you are nominating the candidate. Nominations of colleagues and self-nominations are permitted. Before selecting any potential candidate to run in the fall election, the Nominations Committee will verify his/her willingness to serve. All candidates must be members in good standing of the organization.

After reviewing all of the nominations submitted by the July 31, 2007 deadline, the Nominations and Election Committee will formulate an election slate, taking into consideration both professional qualifications and diversity (e.g., years of experience, racial or ethnic background, recognized/demonstrated leadership skills).

Send completed nomination forms to:

Peg Smith <pegs@pitt.edu>

Deadline: July 31, 2007

Job Descriptions

All members for the board of directors have a commitment to attend two (2) board meetings per year – one held prior to the NCTM Annual Meeting and the other at the AMTE Annual Conference (usually in January). The term of each office is three years, except for the president. The president of AMTE serves on the board for one year as president-elect, two years as president, and one year as immediate past-president.

President

The President shall ensure that the affairs of AMTE are conducted in accordance with the Constitution, Bylaws, and policies of AMTE; shall be the presiding officer at the annual business meeting, Board of Directors meetings and any special meetings; shall call special meetings as provided for in the Constitution; shall coordinate the activities of standing committees; and shall provide leadership for the attainment of the goals of AMTE.

Secretary

The Secretary shall record and maintain a file of the minutes of official meetings of the Association and its Board of Directors and shall be responsible for the correspondence of the Association. The secretary is a voting member of the board and an active participant in all board discussions.

Member-at-Large

The Member-at-Large shall assume those responsibilities determined by the President. A major duty of the Member-at-Large is to support and advise the president of AMTE. The Member-at-Large serves as a Board liaison to one or more committees or task forces. The Member-at-Large is responsible for reporting on the progress of his/her assigned committee(s) or task force(s) at Board meetings.

Nomination Form

About the Nominator

Name: _____

Institutional Affiliation: _____

Address: _____

Email: _____

Are you are current member of AMTE? Yes No

About the Nominee

Name: _____

Institutional Affiliation: _____

Current Position: _____

Address: _____

Email: _____

Phone: _____

Is the nominee a current member of AMTE? Yes No

Position Nominated for: President

Secretary

Member-at-large

Qualifications for the Position: _____
